



Lansing Community College
 1121 – Enrollment Services
 Room 203, Gannon Building
 PO Box 40010
 Lansing, MI 48901-7210
 Phone: (517) 483-1200
 Fax: (517) 483-1170
 Email: financial_aid@lcc.edu

Academic Appeal for 150% Maximum Timeframe

Use this form to request reconsideration of your eligibility for financial aid if you have attempted 150% of the number of credits required for your program.

Name: _____ **Student Number:** _____

Students who have attempted 150 percent of the credit hours required for their program of study at Lansing Community College are not considered to be making satisfactory academic progress and are no longer eligible for financial assistance beyond the maximum time frame. Transfer students will not be awarded financial aid beyond 150 percent of the credit hours required for their program of study, including credits transferred into the College which meet program requirements.

Exceptions to Maximum Eligibility time frame: Since many programs of study require substantially more than the minimum number of credit hours for a general associate degree, financial aid applicants will be reviewed on an individual basis if and when they approach 150 percent of their program, including any transfer credits. Students who have had to complete prerequisites, developmental, or English as a second language (ESL) course work as a part of their regular academic program requirements may be eligible to have some of these credits excluded in the measurement of the 150 percent maximum time frame.

Step 1 of 3 – Academic Standing	
Program of Study: _____	Total # of Credits Earned: _____
Curriculum Code: _____	Total # of Credits Attempted: _____
If this is a Selective Admission Program, have you been accepted? _____	Total # of Credits Remaining: _____
	Total # of Semesters Remaining: _____

Step 2 of 3 – Letter of Appeal
Provide a legible letter of appeal which addresses both of the following: <ol style="list-style-type: none"> a) Why you have been unable to complete your program within the maximum number of credits allowed. b) Your current program of study and career goal(s)

Step 3 of 3 – Enrollment Intentions
<p>Complete the tables on the following page indicating your enrollment plans for completing your educational goal. For assistance in completing these planning tables visit or refer to:</p> <ul style="list-style-type: none"> • Counseling and Advising (517) 483-1904 www.lcc.edu/advising/contact • Schedule book and Catalog (available online www.lcc.edu/enrollment) • Educational Development Plan (EDP) available through Counseling Advising • Degree Audit Report (if applicable)

I understand that if I am granted an appeal for reinstatement of financial aid, I must pass all of my courses with a minimum 2.0 in each course to retain eligibility.

Student signature: _____ **Date:** _____

For Office Use Only	Revised 04/01/2008
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